



NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

September 2002

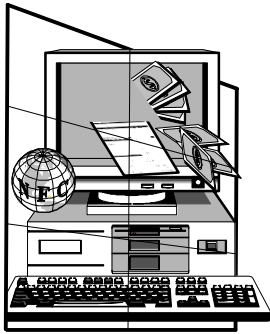
Federal Telephone System Payments (FTSP)

TITLE II
Voucher and Invoice Manual

CHAPTER 4
General Services Administration Payments Transaction

SECTION 5
Federal Telephone System Payments (FTSP)

**User Documentation
For Systems
And Processes**



Federal Telephone System Payments (FTSP)



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IMPORTANT INFORMATION !

This publication is an illustrated version of FTSP **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about FTSP.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

Latest Update Information

The Federal Telephone System Payments (FTSP) procedure (Title II, Chapter 4, Section 5) dated September 2002, was converted from a 2-column to 1-column format. The content of the procedure remains the same. As a result of this conversion, some shifting in text has occurred.

This converted document is hyperlinked for easy navigation. To find information, just search the **Table Of Contents** or the **Heading Index** and then click the listing to jump to the corresponding text. You can also use the word search feature in Adobe Acrobat.

Note: When you're jumping from topic to topic, you may need to set Acrobat's zoom feature to view full pages. Otherwise, if the topic you're jumping to is in the lower part of the page, you'll have to scroll to locate it. For instructions on using the zoom feature, see Adobe Acrobat's online help.

For information about this publication, please contact the Government Employees Services Branch at **504-255-5322** .

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About This Procedure

This procedure provides instructions to Central Accounting System (CAS)-serviced agencies on preparing and submitting Federal Telephone System Payments (FTSP) documents. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[Overview](#) describes background information on FTSP processing.

[Completing Form AD-955](#) gives instructions on how to establish a new customer number, change or delete related information on an established customer number in the Customer Number Master File.

The [Appendixes](#) contain reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

The [Exhibits](#) include illustrations such as examples of reports.


These sections provide instructions for preparing and submitting specific forms for federal telephone transactions.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert procedure pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
For date blocks, “(mm/dd/yy)” means that you should enter the date in month/day/year order, using leading zeros for single digit months and days.	June 21, 1996 is entered as 062196 .
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 Note Do not enter NFC as the service location.
Figure references link figures with the text. These references are printed in bold sans serif font.	See the AD-955, GSA Telephone Transmittal form (Figure 1).
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Follow the instructions under Service Location .
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	City <i>Required, alpha field, max. of 20 positions</i> Enter the city of the agency office receiving commercial telephone services billed through GSA.
¹ Required	<i>You must enter data in the field. (Note: All mandatory fields on FTSP screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ Optional default	<i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i>
⁵ No entry	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who To Contact For Help

For questions about processing, contact the Miscellaneous Payments Section at **504-255-4647**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Overview

The Federal Telephone System Payments (FTSP), was designed to enable NFC to distribute Online Payments and Collections (OPAC) charges for commercial telephone tolls and services paid by the General Services Administration (GSA) on behalf of CAS-serviced agencies.

FTSP is not to be identified with the commercial telephone payment system, Telephone Vendors System (TELE) or with FTS2000 charges using the Miscellaneous Payments System (MISC). FTSP processes commercial telephone tolls and services ordered through GSA and billed through OPAC. TELE processes commercial tolls and services ordered directly by an agency office from the local telephone company and billed directly to NFC by the local company. (Refer to Title II, Chapter 3, Section 3, Telephones).

System Capabilities

FTSP was specifically designed for use by agencies who occupy space in a Federal office building serviced by GSA. These agency officials apply directly to GSA for commercial telephone service installation. After GSA assigns a customer number, the agency must submit Form AD-955, GSA Telephone Transmittal ([Figure 1](#)), to NFC to establish the new customer number in the Customer Number Master File.

Upon receipt of the paid OPAC billing statement, NFC Data Preparation Unit personnel keys in the GSA OPAC bill into the automated FTSP. System edit validations provide the mechanism to match the customer number on the bill to the Customer Number Master File established and maintained by NFC. If a match occurs, OPAC charges are distributed in accordance with Accounting Classification Codes established by Form AD-955, GSA Telephone Transmittal. If the Customer Number does not match, NFC Miscellaneous Payments Section (MISPAY) personnel will contact the responsible agency office for additional information.

Period-end estimates are no longer manually entered on commercial telephone accounts billed by GSA through OPAC and processed through FTSP. Period-end estimates are now automatically generated by FTSP based upon the previous month's billing. Such estimates appear on monthly Transaction Registers under the Obligation Or Estimate column. FTSP estimates are automatically reversed by the CAS. No accounting entries for the reversals appear on the Transaction Register.

Forms

All forms and other documentation described in this procedure as required for NFC processing must be sent to the following address:

Miscellaneous Payments Section
National Finance Center, USDA

P.O. Box 60000
New Orleans, LA 70160

The following information describes each form.

Form AD-955, GSA Telephone Transmittal. Used by agencies to establish a new customer number, service location, accounting classification codes, and percentage distribution ratios for monthly GSA Federal Telephone System Payments. Form AD-955 also provides the agency with a method to make changes or corrections to an existing customer number, or to delete a customer number for a location where services have been cancelled (see [Figure 1](#)).

Form NFC-1130 OPAC Adjustment Voucher For Charge-Backs. Used by NFC MISPAY personnel to bill erroneous charges on the GSA Agency Location Code Billing Control Report for OPAC back to GSA (see [Exhibit 1](#)).

Form AD-354, Request For Information. Used by agencies to request information pertaining to FTSP invoices or other information concerning OPAC billings (see [Exhibit 2](#)).

Responsibilities

Listed below are the responsibilities of the primary organizations involved in data processing and system maintenance for FTSP.

The National Finance Center (NFC):

- Processes Form AD-955 received from the agency to establish and maintain master files of GSA assigned customer numbers.
- Processes OPAC charges for GSA Federal Telephone System Payments.
- Prepares NFC-1130, Adjustment Voucher For Charge-Backs, to charge erroneous bill amounts back to GSA.
- Enters prepared Form NFC-1130 into the Government Online Accounting Link System (GOALS).
- Forwards copies of the printed monthly billing statement, GSA bulletins, and notifications to appropriate agency offices.
- Updates fiscal year accounting codes at the beginning of each new fiscal year.
- Updates the FTSP procedure by issuing amendments, bulletins, or revisions, as needed.

The Agency:

- Applies to GSA for commercial telephone service installation. (See [Appendix B](#) for the roster of GSA regional representatives for telephone services.)
- Submits Form AD-955, GSA Telephone Transmittal, to NFC to establish, change, or delete customer numbers assigned by GSA, in the Customer Number Master File.
- Ensures Form NFC-1130, OPAC Adjustment Voucher for Charge-Backs, contains valid accounting classification code(s) with percentage distribution ratios for each line.

- Sends Form AD-354, Request For Information, to NFC when there is a problem that requires extensive research and the problem cannot be resolved over the telephone.
- Provides information, when necessary, to assist NFC in resolving edit rejections and adjustments.
- Reviews monthly charges for each customer number shown on the GSA Agency Location Code Billing Control Report forwarded by NFC.

Reports

Reports are produced in accordance with agreements reached between NFC and each agency. For CAS-serviced agencies, financial reporting to agency management is determined based on each agency's accounting and management requirements. The reports used in FTSP are described below.

General Services Administration Customer Billing Control Report For OPAC. A consolidated billing control report that is forwarded to NFC, as the detailed tape and backup for Treasury TFS Form 7306, Paid Billing Statement For OPAC Transactions. These paid transactions are identified by customer number and service location. Each month NFC forwards a printed copy to each service location for verification (see [Exhibit 3](#) or [Exhibit 4](#)).

GSA FTS Payments Transmittal Proof Listing. This report reflects the data submitted to NFC on Form AD-955, GSA Telephone Transmittal, that has been updated in the Customer Number Master File. This report is forwarded to the service location for verification each time NFC processes a Form NFC-955. This agency verification ensures that the correct information has been applied to the master file (see [Exhibit 5](#)).

Inquiries

All agency inquiries relating to FTSP should be directed to the NFC in accordance with established inquiry procedures. Agencies should direct any problems concerning payment delays or check identification to the NFC for assistance.

Telephone Inquiries

Telephone inquiries should be limited to urgent matters requiring immediate attention for discussion. The telephone number to call is **504-255-4647**. Telephone inquiries will be answered while the caller waits if the information is readily available and research can be completed within a reasonable time. If this is not possible, every effort will be made to respond to urgent matters requiring immediate action or discussion within 24 hours of receipt. All telephone calls will be returned.

Written Inquiries

Written communication is recommended for routine request or inquiries requiring lengthy research and should be submitted on form AD-354, Request for Information. Such requests should be mailed to:

Miscellaneous Payments Section
National Finance Center, USDA
P.O. Box 60000
New Orleans, La 70160

Written inquiries will be resolved or otherwise acknowledged within five working days.

Completing Form AD-955, GSA Telephone Transmittal

To establish a new customer number, change or delete related information on an established customer number in the Customer Number Master File, agencies **must** prepare a Form AD-955 ([Figure 1](#)). Follow the completion instructions as described.

A-Identification

Customer Number

(required, numeric field; 6 positions).

Enter the number assigned by the regional GSA representative. This number allows GSA and NFC to properly identify the agency and service location receiving commercial telephone services billed through GSA.

Fund Code

(required, alphanumeric field; 2 positions).

Enter the NFC-assigned code which identifies the accounting station location of a CAS agency.

Unit Code (For Forest Service Only)

(required, numeric field; 2 positions).

Enter the code which identifies the administrative unit with the region.

Action Code

(required, numeric field; 1 positions).

Enter the appropriate action code. Valid codes are:

- 1 - (ADD) Used to establish a new customer number and the related information in the Customer Number Master File.
- 2 - (CHANGE) Used to change or correct related information on an established customer number in the Customer Number Master File. (e.g. Service Location, Distribution Ratio).
- 3 - (DELETE) Used to delete a customer number and the related information from the Customer Number Master File for a location where services have been cancelled.

B-Service Location

Name

(required, alpha field; max. of 35 positions).

Enter the name of the agency office receiving commercial telephone services billed through GSA.

Address

(required, alphanumeric field; max. of 35 positions).

Enter the address of the agency office receiving commercial telephone services billed through GSA.

City *(required, alpha field; max. of 20 positions).*

Enter the city of the agency office receiving commercial telephone services billed through GSA.

State *(required, alpha field; 2 positions).*

Enter the abbreviated state alpha code of the agency office receiving commercial telephone services billed through GSA.

ZIP Code *(required, numeric field; 5 positions).*

Enter the ZIP Code of the agency office receiving commercial telephone services billed through GSA.

Note: Do not enter NFC as the service location.

C-Accounting Classification

**Accounting
Classification**

Enter the accounting code, that is unique to your agency, to be added, changed, or deleted, in the appropriate field.

Note: 1) A Maximum of 99 accounting classifications are allowed per customer number master file. **2)** For your agency's accounting classification code format refer to Title IV Central Accounting System Manual, Chapter 1, Central Accounting System Overview

Dist. Ratio

Enter the percentage ratio for distribution of charges that relates to each accounting classification code. Note: The total of all accounting classification code line percentage ratios must equal 100%.

Signature

This is a required field that must be completed. Signature of the agency official authorizing approval of Form AD-955.

Date

The date the agency official signed the Form AD-955.

Telephone Number

This is a required field that must be completed. Enter the telephone number of the individual who can provide information relating to the Form AD-955.

Figure 1. AD-955, GSA Telephone Transmittal

Exhibits

This section presents the following topics:

- [1. Form NFC-1130, OPAC Adjustment Voucher for Chargebacks](#)
- [2. Form AD-354, Request for Information](#)
- [3. GSA Customer Billing Control Report for OPAC \(Portrait Format\)](#)
- [4. GSA Customer Billing Control Report for OPAC \(Landscape Format\)](#)
- [5. GSA FTS Payments Transmittal Proof Listing](#)

1. Form NFC-1130, OPAC Adjustment Voucher For Chargebacks

OPAC ADJUSTMENT VOUCHER FOR CHARGEBACKS

Instructions

This form is used for charging-back erroneous OPAC billings. A chargeback is accomplished by an adjustment to an existing bill or, in some instances, issuance of a new bill. A bill older than 3 months cannot be adjusted but must be issued as a new bill. The chargeback must be discussed with the billing agency representative.

1. **Type Chargeback.** Check the appropriate box to indicate if the chargeback is an adjustment to an existing bill or the issuance of a new bill.
2. **Voucher Number and Entry Date.** This block will be completed by GOALS-OPAC system input personnel after receipt of the completed form from the preparer. Input personnel will enter data into the system, obtain a voucher number, and enter the number and entry date in Block 2. Input personnel should retain the white copy and return the yellow copy to the preparer.
- 3—9. Information for blocks 3 through 9 should be obtained from the original bill produced by the GOALS-OPAC system. The amount of the chargeback (Block 5) should be the amount agreed upon by the billing agency representative.

10. **Explanation for Chargeback.** Enter a brief explanation for the chargeback. This explanation will be transmitted to the billing agency. Enter no more than 80 characters per line. (A maximum of 2 lines can be used for an adjustment; 5 lines for a new bill).
11. **For NFC Use Only.** Enter notes that would be helpful should there be an inquiry on the chargeback.
12. **Schedule Number.** Enter the schedule number of the Journal Voucher processing the chargeback.
13. **Telephone Contacts.** Enter the customer agency/billing office representative, telephone number, and date of contact. This information will serve as a record of the agency's approval of the chargeback.
14. **Prepared By.** The preparer must sign and date the form including section identification and telephone number, and forward the completed form to GOALS-OPAC input personnel.

1. TYPE CHARGEBACK <input type="checkbox"/> Adjustment <input type="checkbox"/> New Bill		2. VOUCHER NO. AND ENTRY DATE (to be entered by GOALS-OPAC input personnel)	
3. BILLING (Vendor) AGENCY			
4. BILLING AGENCY'S LOCATION CODE (8 digits)	5. AMOUNT OF ADJUSTMENT/CHARGEBACK	6. ORIGINAL AMOUNT OF BILL	
7. BILLING AGENCY'S D.O.	8. DOCUMENT REFERENCE NUMBER	9. ACCOMPLISHED/PAYMENT DATE OF ORIGINAL BILL	
10. EXPLANATION FOR CHARGEBACK. Enter brief explanation for the chargeback. This explanation will be transmitted to the billing agency. Enter no more than 80 characters per line. (A maximum of 2 lines can be used for an adjustment; 5 lines for a new bill).			
1.			
2.			
3.			
4.			
5.			
11. FOR NFC USE ONLY. Additional Information/Reason for Adjustment.			
1.			
2.			
3.			
12. SCHEDULE NUMBER OF JOURNAL VOUCHER PROCESSING CHARGEBACK:			
13. TELEPHONE CONTACTS			
BILLING OFFICE REPRESENTATIVE		PHONE NUMBER	DATE
CUSTOMER AGENCY REPRESENTATIVE		PHONE NUMBER	DATE
14. PREPARED BY			
PREPARER'S SIGNATURE		TITLE	DATE
15. SECTION		PHONE NUMBER	

Part 1 -- RETAINED BY INPUT PERSONNEL

FORM OFM/NFC-1130 (Revised 3/91)

2. Form AD-354, Request For Information

IDENTIFICATION NUMBER		REQUEST FOR INFORMATION					
SOCIAL SECURITY, ACCOUNT, BOAC, GBL, GTR, PURCHASE ORDER, ETC.		AGENCY CODE (2)	FOR OFM/NFC USE ONLY				ACCT. STATION/ PERSONNEL OFFICE IDENTIFIER (4)
		INQUIRY CODE (3)	REPLY CODE (2)	DATE REC'D. (6)	DATE COMP. (6)	CLERK CD. (2)	
IDENTIFICATION REQUESTED. PLEASE FURNISH COPY.		NAME (Employee, Vendor, Traveler, Cashier, Claimant, Casual)					SCHEDULE/PP NO.
INSTRUCTIONS							
Check type inquiry and information requested. If information requested is not described below, check type inquiry and briefly describe information requested in the "Other" block. Always attach a copy of the source document pertaining to the inquiry for identification and follow-up.							
▼	TYPE INQUIRY	INFORMATION REQUESTED					
	Salary/ Allowance	W-2 FOR TAX YEAR	PAYROLL LISTING FOR YEAR(S)		CASUAL TIME	UNIFORM	OTHER (Explain Below)
	Check/Bond	NON-RECEIPT (Check one)	BOND				
	Travel Voucher/Advance	RECONCILE, AGENCY BALANCE IS:	PAYMENT STATUS OF		NON- RECEIPT	DATE OF ADVANCE OR PERIOD OF TRAVEL	
	FEDSTRIP Motor Pool	STATUS					
	GBL/GTR/CBL	STATUS					
	Imprest Fund	STATUS OF FORM NUMBER	NON-RECEIPT OF PAYMENT		FURNISH (SUB)VOUCHERS FOR AUDIT PERIOD		
	Telephone/ Utilities	MASTER FILE ERROR	NON-RECEIPT OF PAYMENT				
	Purchase Order (AD-838)	STATUS					
	Over-the-Counter Purchase (AD-744)	STATUS					
	Misc. Pay	STATUS					
	Gasoline Credit Card	REQUEST FOR MASTER FILE	NON-RECEIPT OF CREDIT CARD				
	Billings/ Collections	STATUS	BILL NUMBER		APPLICANT/DEBTOR NUMBER	DOCUMENT NUMBER	
	CAS/Agency Reporting	TYPE REPORT			REPORT DATE		
OTHER (If more space is required, add additional sheet(s).)							
NFC REPLY							
MAIL REPLY TO:						AUTHORIZED SIGNATURE	
AGENCY NAME AND ADDRESS						TITLE	
						PHONE (Area Code and number)	
						DATE	

FORM AD-354 (Rev. 9/93)

3. GSA Customer Billing Control Report For OPAC (Portrait Format)

RUN DATE:
ACCTG CENTER 7

**GENERAL SERVICES ADMINISTRATION
CUSTOMER BILLING CONTROL REPORT
FOR OPAC**

PAGE NO: 1

DO NOT PAY THESE CHARGES
They Have Been Paid By OPAC

103048	DEPARTMENT OF AGRICULTURE OFFICE OF THE INSPECTOR GENERAL 424 TRAPELO ROAD WALTHAM	MA 02154	AGENCY LOCATION CODE: 12-40-0001 CUSTOMER NUMBER: 103048 AGENCY BUREAU CODE: 1255
--------	---	----------	---

AGENCY LOCATION CODE:
CUSTOMER NUMBER:

LOCAL TELECOMMUNICATIONS SERVICE:		BILLING ADJUSTMENTS AND OTHER CHARGES:	
RECURRING MONTHLY CHARGES	83.55	ADJ. TO LOCAL TELECOM. SERVICE	0.00
PRIOR MONTHLY CHARGES	0.00	ADJ. TO COMMERCIAL USAGE	0.00
LABOR CHARGES	0.00		
COMMERCIAL USAGE CHARGES	1.52	MAIN LINES	000003
CUSTOMER TOTAL			85.07

104001	DEPARTMENT OF AGRICULTURE SOIL CONSERVATION SERVICE 40 WESTERN AVENUE, ROOM 408C AUGUSTA	ME 04330-0000	AGENCY LOCATION CODE: 12-40-0001 CUSTOMER NUMBER: 104001 AGENCY BUREAU CODE: 1235
--------	---	---------------	---

LOCAL TELECOMMUNICATIONS SERVICE:		BILLING ADJUSTMENTS AND OTHER CHARGES:	
RECURRING MONTHLY CHARGES	125.40	ADJ. TO LOCAL TELECOM. SERVICE	0.00
PRIOR MONTHLY CHARGES	0.00	ADJ. TO COMMERCIAL USAGE	0.00
LABOR CHARGES	0.00		
COMMERCIAL USAGE CHARGES	0.00	MAIN LINES	000003
CUSTOMER TOTAL			125.40

104002	DEPARTMENT OF AGRICULTURE FARMERS HOME ADMINISTRATION 40 WESTERN AVENUE, ROOM 412A AUGUSTA	ME 04330	AGENCY LOCATION CODE: 12-40-0001 CUSTOMER NUMBER: 104002 AGENCY BUREAU CODE: 1215
--------	---	----------	---

LOCAL TELECOMMUNICATIONS SERVICE:		BILLING ADJUSTMENTS AND OTHER CHARGES:	
RECURRING MONTHLY CHARGES	330.15	ADJ. TO LOCAL TELECOM. SERVICE	0.00
PRIOR MONTHLY CHARGES	0.00	ADJ. TO COMMERCIAL USAGE	0.00
LABOR CHARGES	0.00		
COMMERCIAL USAGE CHARGES	0.00	MAIN LINES	000008
CUSTOMER TOTAL			330.15

4. GSA Customer Billing Control Report For OPAC (Landscape Format)

DATE 10/22/95
ACCTG CENTER 7

AG/BU:

GENERAL SERVICES ADMINISTRATION
CUSTOMER BILLING CONTROL REPORT
FOR OPAC

PAGE NO: 0001
BILL NO: J0811534

* DO NOT PAY THESE CHARGES *
*
* THEY HAVE BEEN PAID BY THE SIBAC SYSTEM *

PAYING OFFICE: 12-40-0001
USDA NATIONAL FIN CNTR/FIN SVC DIV
ACCOUNTING RECONCILIATION SECTION
P.O. BOX 61700
NEW ORLEANS, LA 70161

012001 USDA APHIS VS
PO BOX 9426
BOISE ID
83707

BASE INV.	\$20.88	COMM.DIST.	\$17.65	MSG. UNIT	\$0.00	MAIN LINES	1	C/B REBILLS	
INV. CHNGS.	\$0.00	TOLLS	\$0.00	MSG UNIT ADJ.	\$0.00	INSTRUMENTS	0		\$0.00
NON-RECURR.	\$0.00	TOLL ADJ.	\$0.00	MISC. CHGS.	\$0.00	NO MSG UNIT	0		\$0.00
SURCHARGE	\$0.00	FTS ACCESS	\$0.00	SVCHG.ADJ	\$0.00				\$0.00
CUSTOMER TOTAL									\$38.53

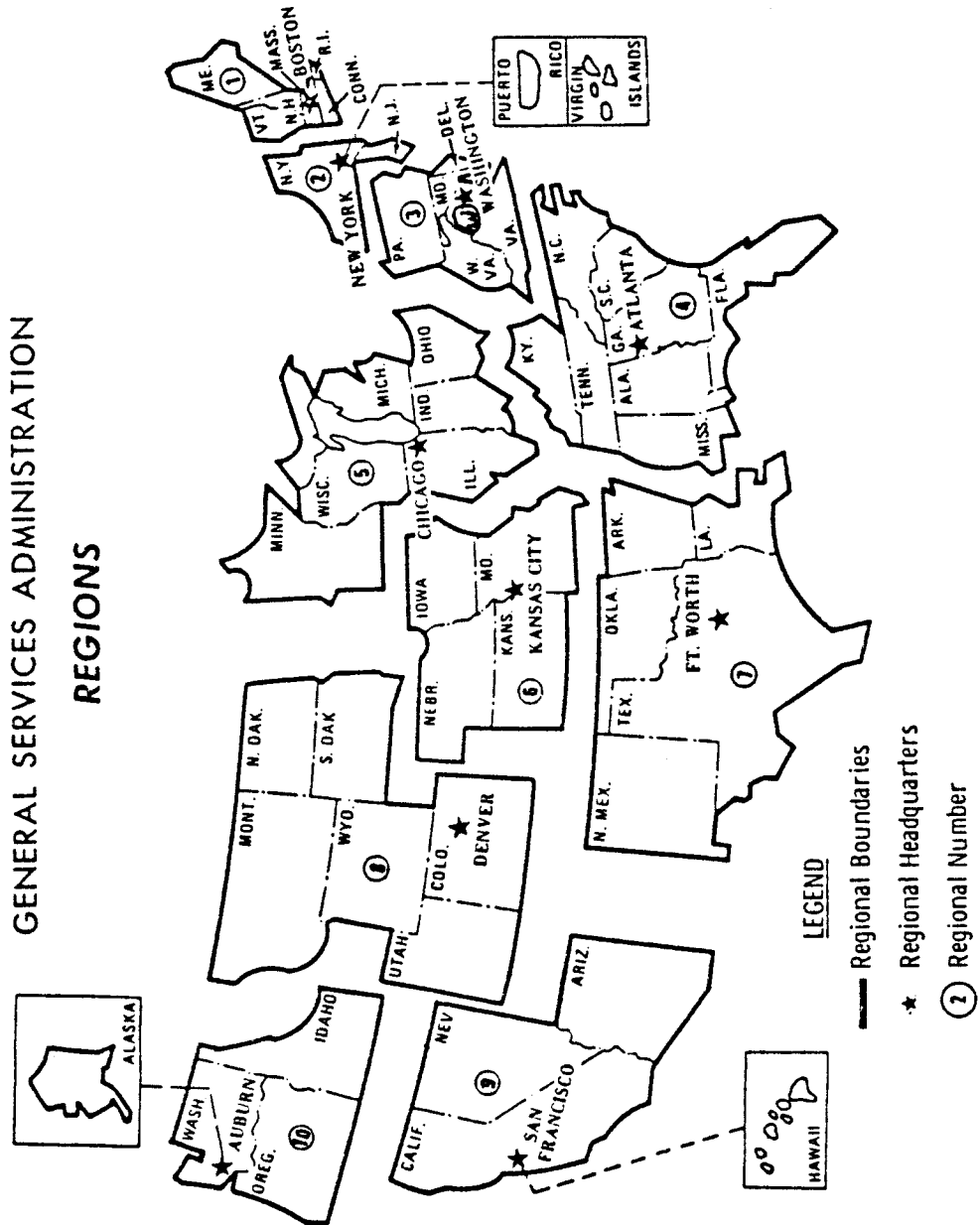
Appendixes

This section contains the following appendixes:

[A. GSA Regions Map](#)

[B. Roster of GSA Regional Representatives for Telephone Services](#)

A. GSA Regions Map



B. Roster Of GSA Regional Representatives For Telephone Services

Region	Name	Telephone Number
1,2,3	Linda Chero	215-656-6362
4,5,	Phyllis Raybon	404-331-3220
6,7,8	Debbie Moore	817-334-3055
9,10	Maryjane Rom	415-522-4513
National Capital Region (NCR) Systems 305, 306, 350, 351, 370, 371, 372	Diane Holder	202-708-5933

Heading Index

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